

April 7, 2003

RE: Examination Fee Changes

To All New Jersey Nurse Training Programs, Long-Term Care Facilities, Assisted Living Facilities and Programs, and All Health Care Facilities with Certified Nurse Aide Personnel

In September 2002, Promissor was awarded a contract to provide test administration services to the New Jersey Department of Health and Senior Services for individuals seeking certification as Nurse Aides, Medication Aides, and Personal Care Assistants.

For Promissor, the contract represented a continuation of service to the Department, which dates back to 1987. The new contract period called for a reduction in examination fees – see the table below.

	Former Fee	New Fee	Change
Nurse Aide Skills Exam	\$22.00	\$20.00	-\$2.00
Nurse Aide Written Exam	\$58.00	\$56.00	-\$2.00
Nurse Aide Oral Exam	\$68.00	\$66.00	-\$2.00
Personal Care Assistant Written Exam	\$58.00	\$56.00	-\$2.00
Medication Aide Exam	\$60.00	\$58.00	-\$2.00

Note: The new test fees are delineated in the February 2003 Nurse Aide & Personal Care Assistant Candidate Handbook, available from Promissor. The Handbook may be viewed at www.promissor.com

Promissor, unfortunately, did not modify its computer systems in a timely manner to reflect the reduced examination fees. We have taken steps to correct this oversight going forward. However, training programs, long-term care facilities, and nurse aides/personal care assistants who individually paid for their testing, will be eligible for a fee refund if the cost of one of the certification examinations listed in the above table was paid for by a training program or facility, **and** the test was administered between September 1, 2002 and March 31, 2003. To qualify for a fee refund, a training program, facility, (or individual nurse aide candidate who privately paid), must provide to Promissor: the candidate name(s), Social Security Number, date tested, and examination taken, along with proof of payment (i.e. copy of cancelled check – both sides of check), and the federal tax identification number of the training program or LTC. Refund requests will only be honored if all of the required information is provided and the request is received by Promissor **on or before** June 30, 2003.

Health care facilities should post this notice in an area that is accessible to CNAs, CMAs, or PCAs.

Sincerely,

Promissor, Inc.

cc: New Jersey Department of Health and Senior Services

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